Access through the Internet at this address: **http://www.enternetbank.com/mps/**
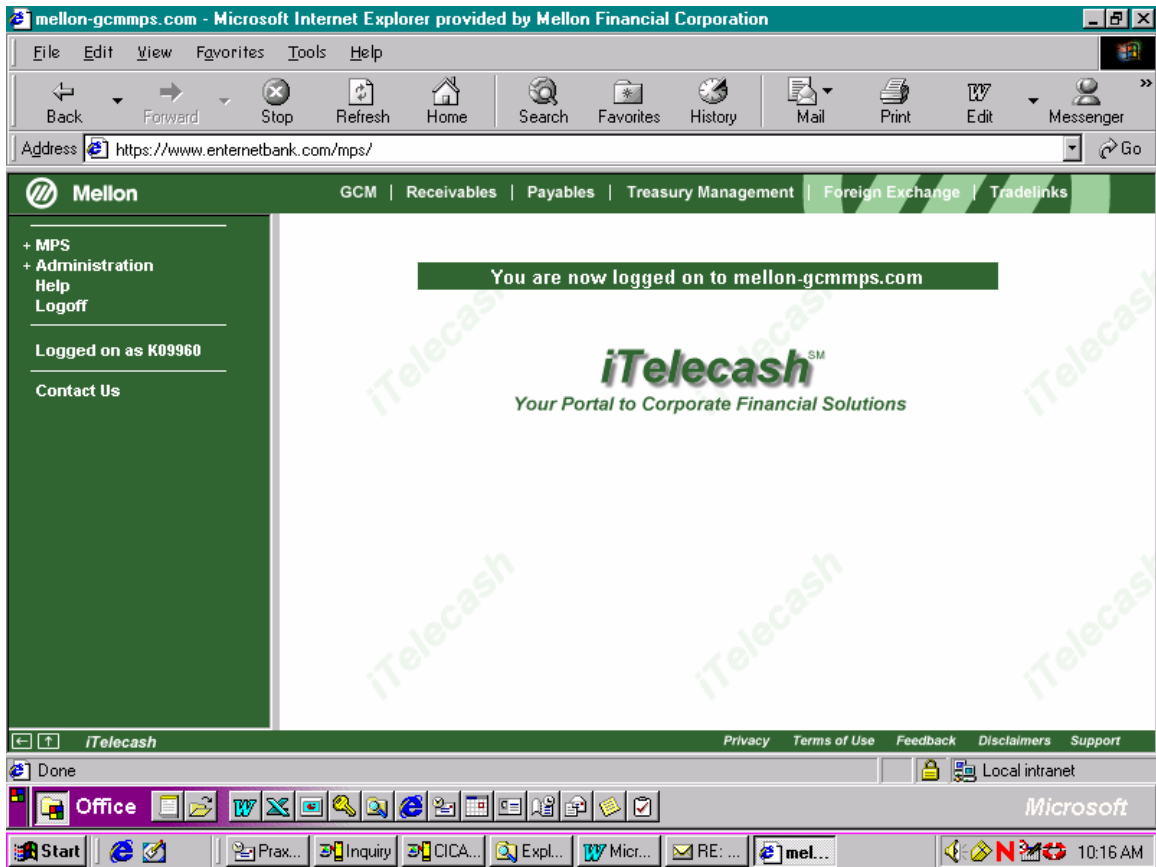You will see the screen below:
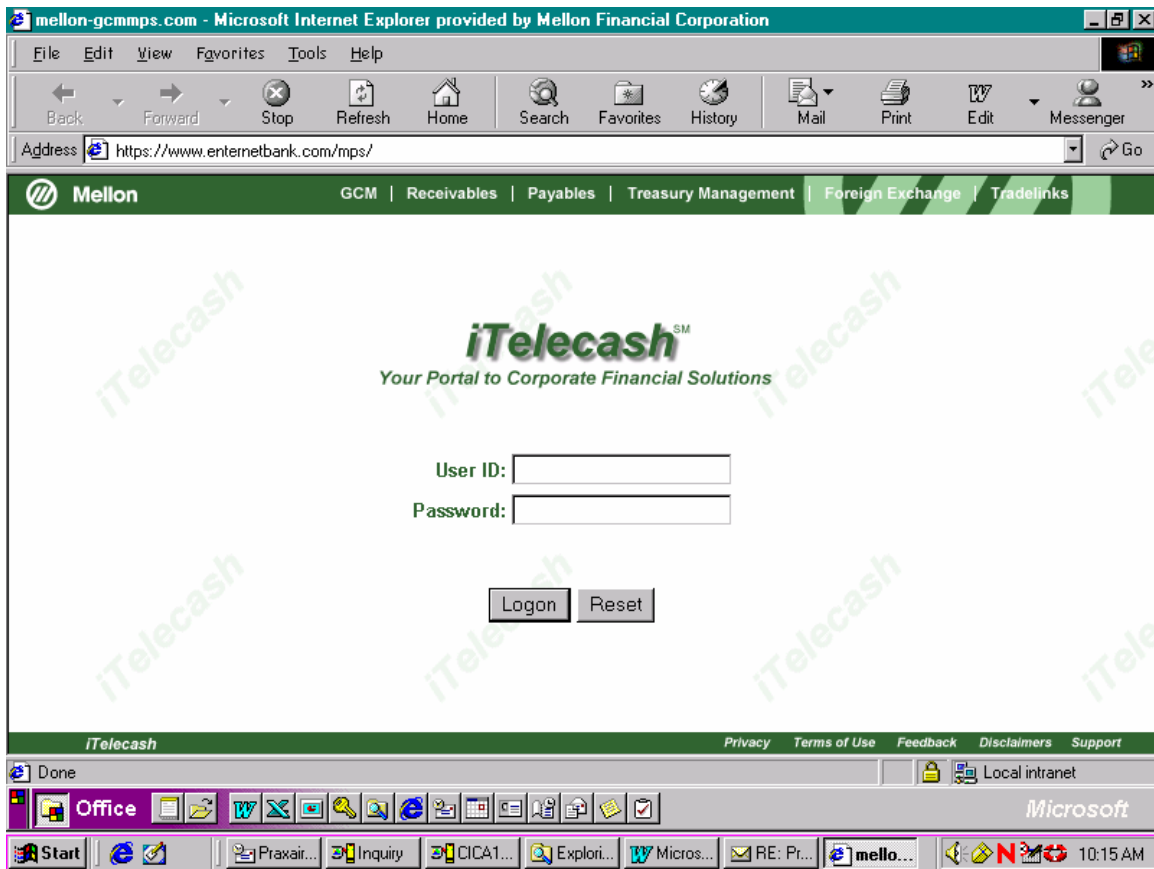
For your information: The Mellon iTelecash Help number is 1-800-468-5047 option 5. Cut off time for the next days' transfer is 7:30 MST. You may also contact PERSI for assistance with iTelecash.
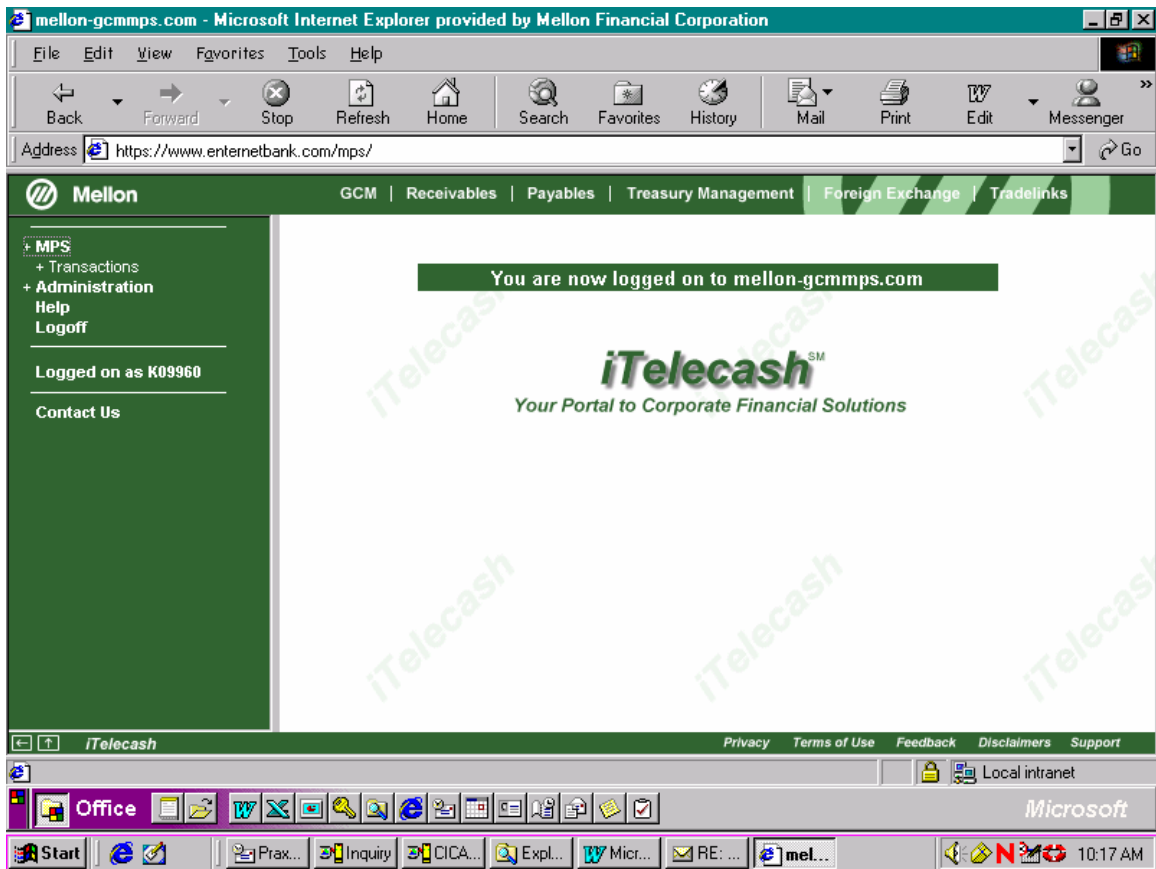
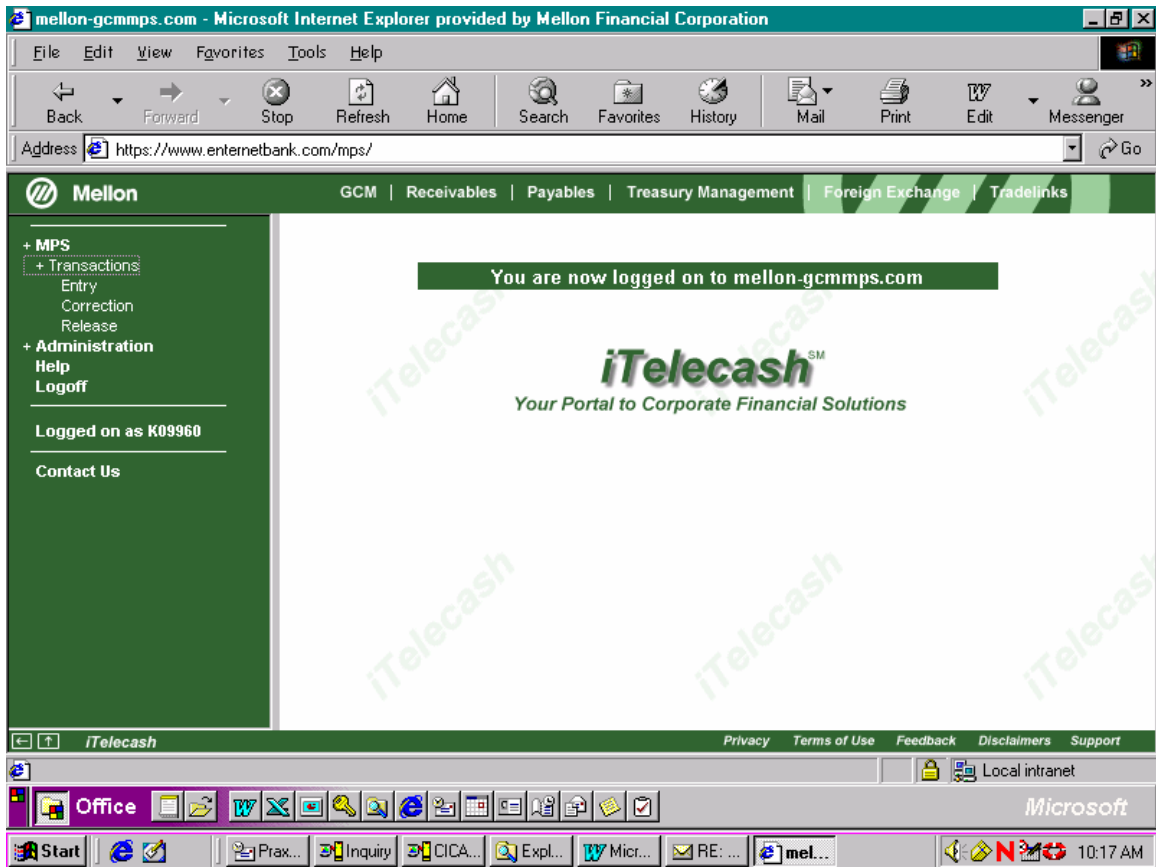Type in our User ID# 15686 and the password Persi3; click on **Logon.**
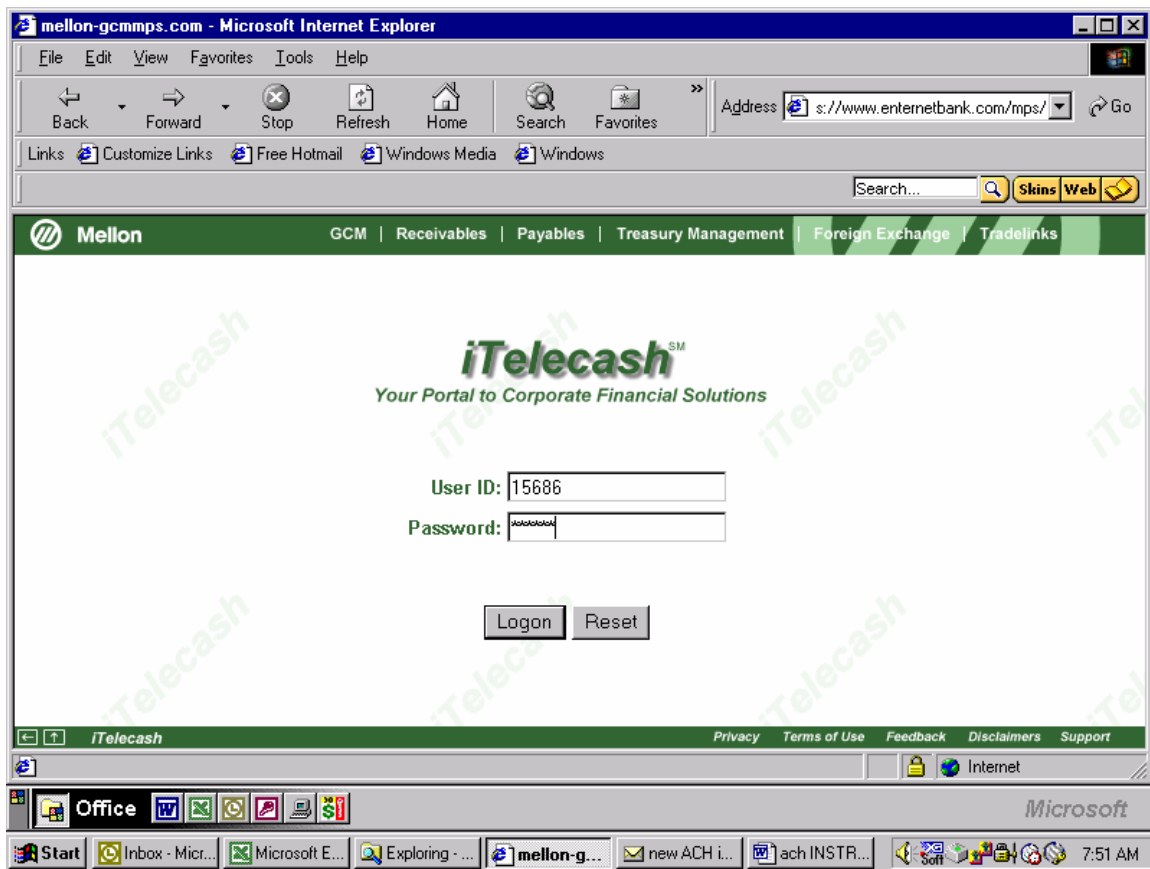
You will see the Menu Options on the left side of your screen. Click on **MPS.**

MPS will have a drop-down. Click on **Transactions**

Another drop-down will appear. Click on **Entry.**

MPS Entry Screen will appear.

Click on the drop-down arrow and click on PERSI Company No.2238 to highlight

Click on **Transmit.**
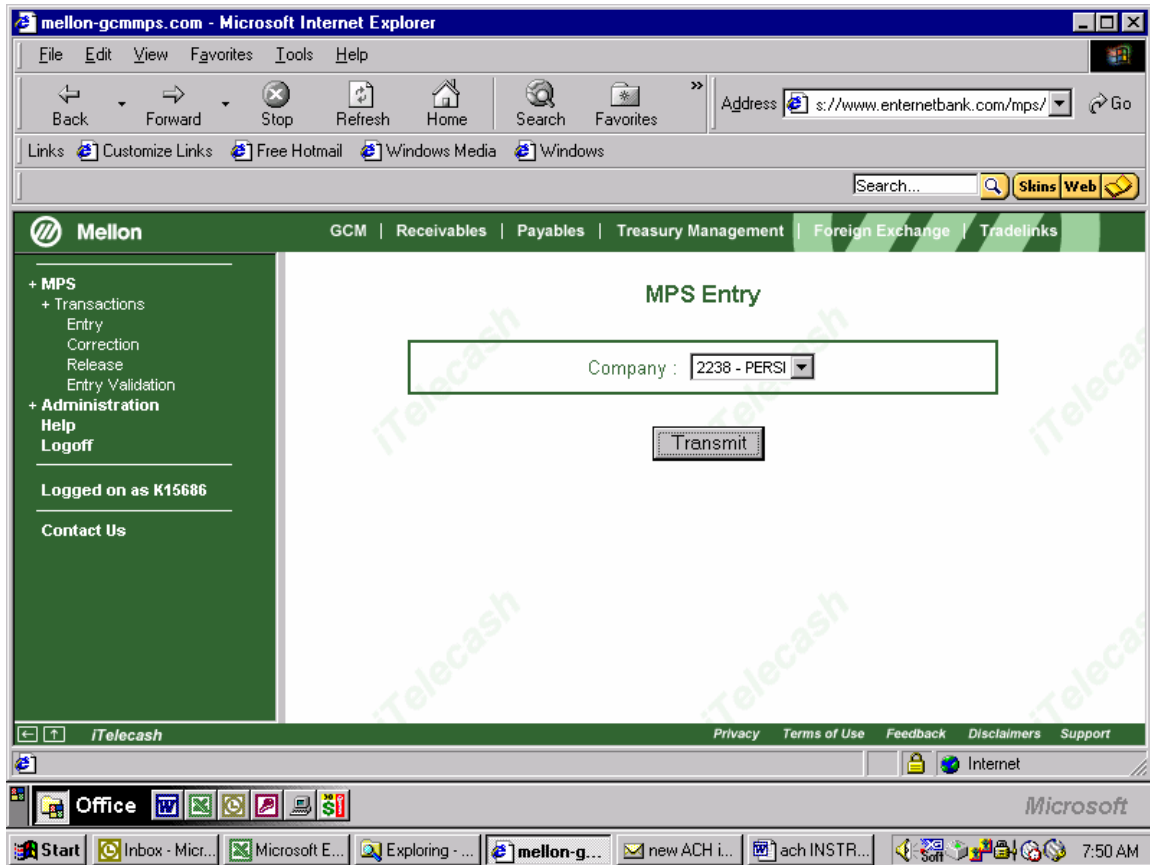
The MPS Entry screen will appear. You may make both your Base and Choice Plan payments by recording both location and PIN numbers on this screen. The default PIN will only work correctly if you enter one location number. Your Base Plan location number begins with 10xxxxx… and your Choice Plan location number begins with 20xxxxx…. Please use the correct assigned location number for each plan. The funds go to different bank accounts.

If you have multiple lines of entry and wish to import data from an Excel CSV file, you would click on the import button on this screen. Please contact PERSI for more information on how set up an import file.

Enter your location number **XXXXX**, TAB, enter your PIN **XXXXX** (from your PIN Mailer). Be sure to use the Location number beginning with "1" for Base Plan payments and Location number beginning with "2" for Choice Plan payments. TAB, enter the payment amount, TAB, enter the Settlement Date (effective date) or click on the calendar and choose the date to prefill, TAB, click on **ENTER.**

(The effective or settlement date is the date the funds will be transmitted from our account and it must be tomorrows date or later.)

And a screen for Supplemental Data will appear.

Enter your Pay Period end date (in six digit format MMDDYY–month, date, & year as shown). This is a required field as shown marked with an asterisk(*). Once you have completed the information, click on **DONE.**

It will bring you back to the MPS Entry Screen with your transaction information.
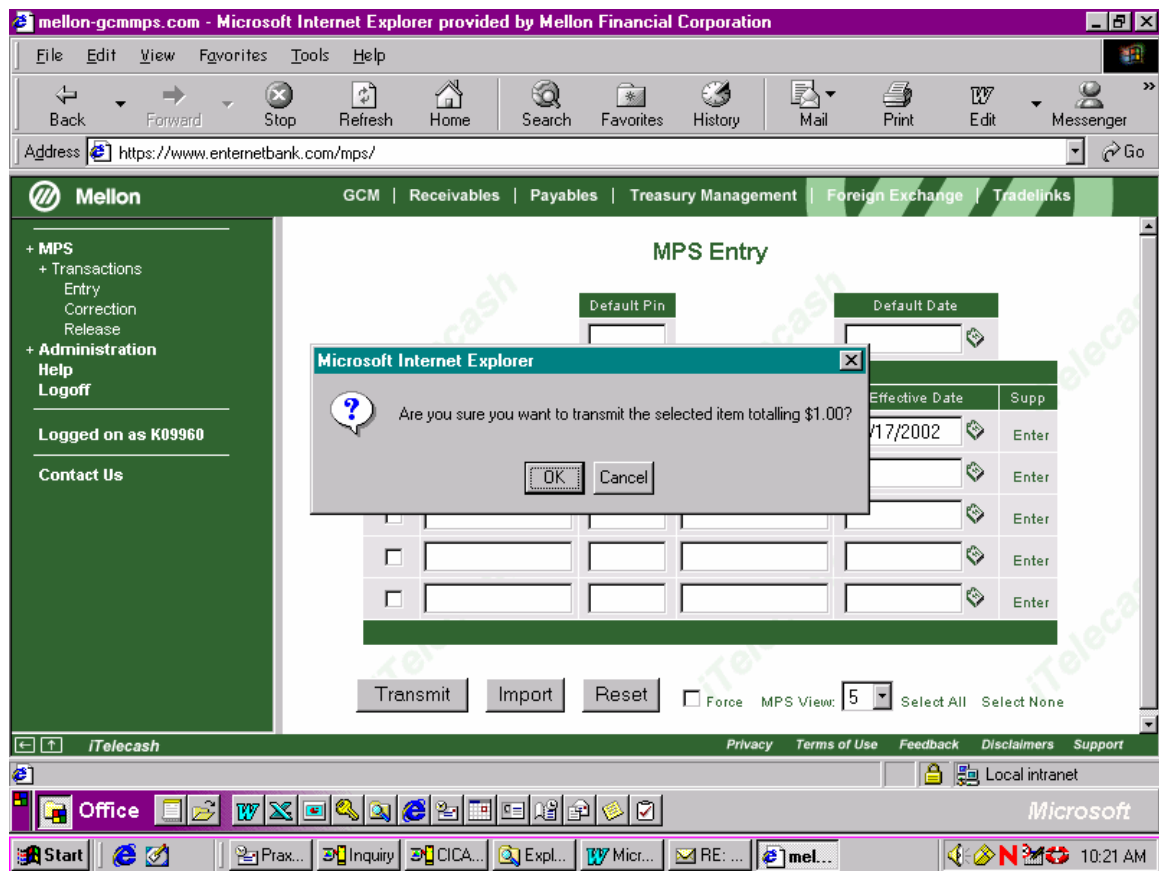
Select the transaction by clicking in the <u>Select Column</u> to the left of your location number. Then click on **TRANSMIT.**

Remember, you can put in multiple entries if you prefer. You can also change the number of lines available for entries by clicking on the drop down box labeled MPS View. If you choose to make multiple entries, you will have to click on "enter" at the end of each line to complete the supplemental information, "pay period end date".

It will bring up a box asking if you are sure you want to transmit the selected item(s) totaling $X.XX. Click **OK.**

The following screen appears showing your transaction entry is **successful**. You will also see a **verification code**. This code is calculated by using deposit amount in the following formula:

$1.00   1) the sum of the digits 1+0+0=1   2) count the number of digits and add to the sum 100=3
            1+3=4   04 becomes the first two digits of the verification code. The third & fourth digits are calculated by using the Julian Date for initiating the transaction plus the first two digits of the verification code: 136+04=140 and drop the 1   40   **verification code=0440**

IF YOU NEED TO MAKE A CORRECTION EITHER CLICK ON THE CORRECTION BUTTON ON THIS SCREEN OR CLICK ON CORRECTION IN THE MENU OPTIONS TO THE LEFT OF THE MAIN SCREEN.

Once you click on correction whether it be from the previous screen or from the menu to the left, this screen will appear.

Click on the drop-down for Company Number and highlight the company (2238-PERSI) you want to make a correction on. Click on **transmit.**
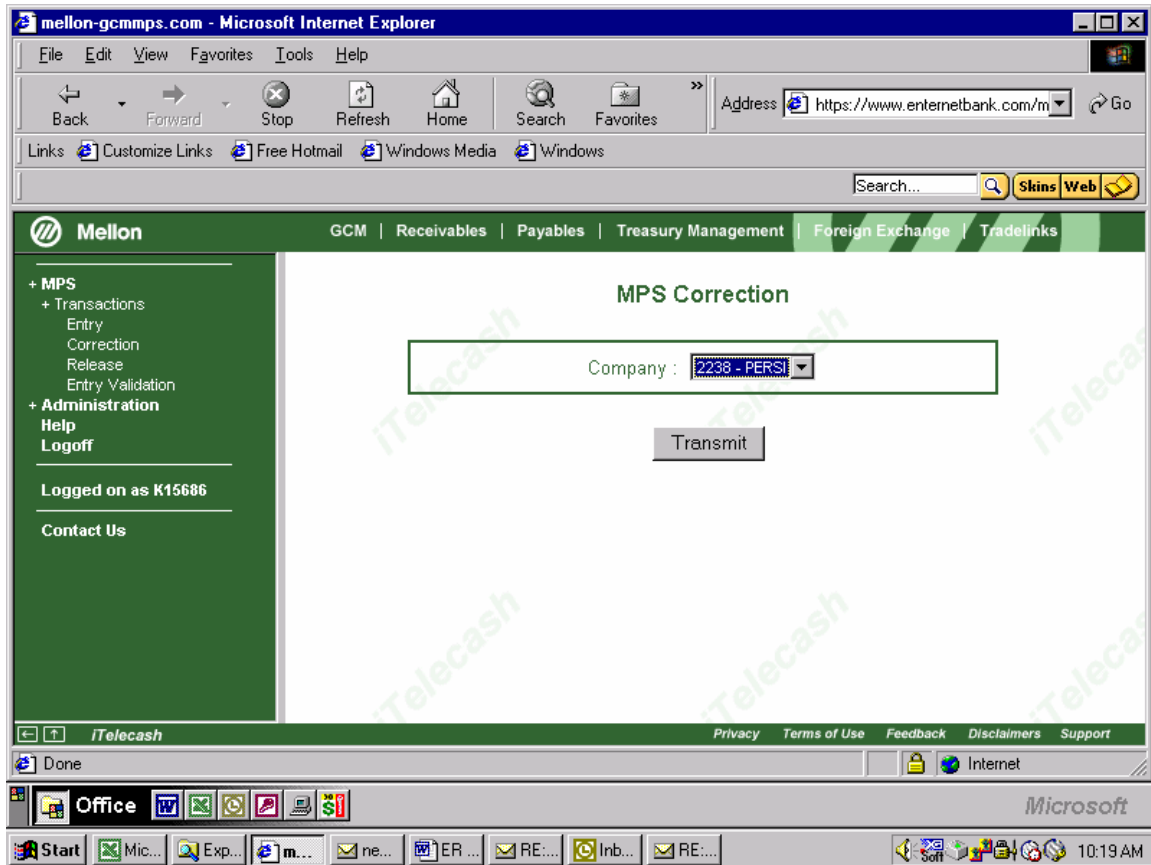
Enter the required fields (required fields are marked with an asterisk (*).

Click on **Transmit**

The item(s) available to be corrected will show on your screen.

Select the item to correct by clicking in the box under the "Select" column. Click on **Correct**

Make any changes to the item you selected for correction.   The PERSI supplemental screen is used to input the Pay Period End Date.

Verify your information is now correct. Click on **Transmit**

You will then see a pop-up box asking if you are sure you want to transmit the corrected item. Click **OK**

Click on **Transmit** again

You screen will then show the status is successful.
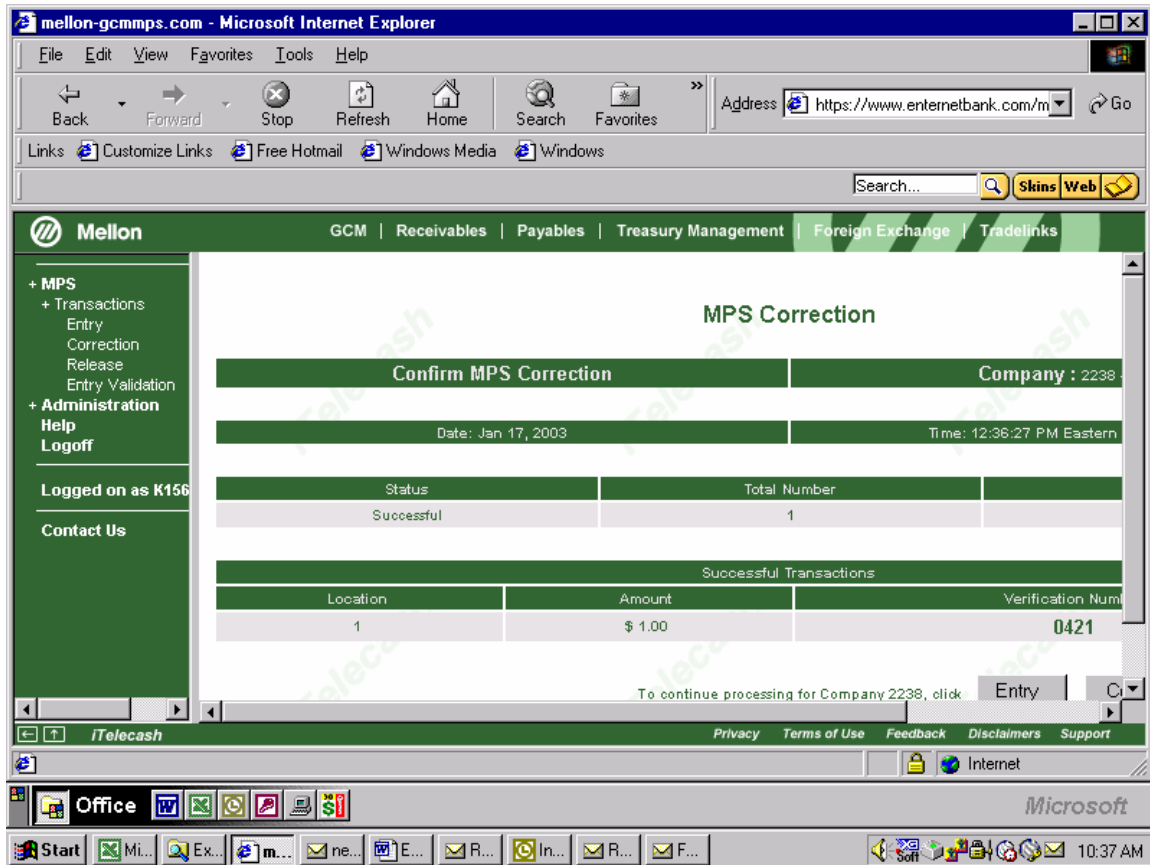
If you are finished click on **logoff** on the menu to the left of your screen.